
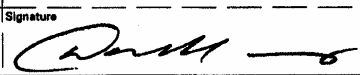
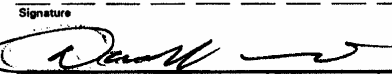


POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>						1. Agency Position No. 13159	
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL	
Explanation <i>(Show any positions replaced)</i>		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11. Position is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive	
						13. Competitive Level Code 07AB	
						14. Agency Use	
15. Classified/Graded		Official Title of Position		Pay Plan		Occupational Code	
a. U.S. Office of Personnel Management							
b. Department, Agency or Establishment		Student Trainee (Life Cycle Project Director)		GS		0399	
c. Second Level Review						7	
d. First Level Review							
e. Recommended by Supervisor or Initiating Office							
16. Organizational Title of Position <i>(If different from official title)</i>				17. Name of Employee <i>(If vacant, specify)</i>			
18. Department, Agency, or Establishment Department of the Army				c. Third Subdivision Field Operations & Support			
a. First Subdivision ASA (ALT)				d. Fourth Subdivision			
b. Second Subdivision PEO STRI				e. Fifth Subdivision			
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee <i>(optional)</i>			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the				knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor Russell A. McBride Deputy Program Manager, Field OPS				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i> David W. Manning Program Manager, Field OPS			
Signature  Date				Signature  Date 17 Feb 04			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position Misc Admin & Program Series, GS-0301, TS-34 Jan 79. Admin Analysis Grade Evaluation Guide, TS-98 Aug 90. Handbook of Occupational Groups & Families, Aug 2002, General Student Trainee Series, GS-0099 definition. Intro to PCS, TS-107 Aug 91			
Typed Name and Title of Official Taking Action David W. Manning, PM, Field OPS				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Signature  Date 18 Feb 04							
23. Position Review		Initials		Date		Initials	
a. Employee <i>(optional)</i>							
b. Supervisor							
c. Classifier							
24. Remarks This is a full performance Student Career Experience Program level position.							
BUS 7777							
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>							

Student Trainee (Life Cycle Project Director)
GS-399-07

MAJOR DUTIES

1. Serves as a graduate level Student Career Experience Program (SCEP) trainee performing a variety of assignments within the Life Cycle Program Management field involving different and unrelated situations, processes and methods. Completes on-the-job training, and/or self development as set forth in the incumbent's Individual Development Plan and Training Agreement. Works independently or as a team member performing assignments of average difficulty and responsibility progressing to the more difficult which require and enhance knowledge and experience in the principles, concepts, practices and techniques utilized in career program area. (100%)

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION - LEVEL 1-5
750 POINTS

Knowledge of basic principles, practices, and methods of the specific functional area(s) acquired through structured on-the-job and classroom training sufficient to do entry level work.

FACTOR 2. SUPERVISORY CONTROLS - LEVEL 2-1
125 POINTS

The supervisor instructs the employee on what to do, the methods to use, what to look for, and what to bring to the supervisor's attention. The supervisor assigns development tasks, or tasks involving the use of new formats, methods, or procedures, the supervisor typically provides detailed and specific instructions. The employee will consult with the supervisor or a higher-grade co-worker when clarification of instructions is necessary. The supervisor reviews work while in progress and upon completion to see that the employee followed directions and the results are complete and accurate.

FACTOR 3. GUIDELINES - Level 3-2
125 POINTS

The employee uses a number of procedural guidelines that specifically cover the assigned work. These guidelines include such items as clear precedents applicable to similar situations, applicable portions of functional area handbooks or agency manuals, and/or written instructions. The employee uses judgment in locating and selecting the proper procedural and technical instructions and in performing those aspects of the work not specifically prescribed. The employee refers situations that do not readily fit instructions or applicable guidelines to the supervisor or a higher-grade employee.

FACTOR 4. COMPLEXITY - LEVEL 4-3
150 POINTS

The work involves the use of different and unrelated processes and methods. Decisions of what needs to be done depend upon analysis of the subject, phase or issue involved in each assignment, and the course of action may have to be selected from many alternatives.

FACTOR 5. SCOPE AND EFFECT - LEVEL 5-3
150 POINTS

The work involves a variety of conventional problems, questions, or situations, which must be addressed and resolved through unrelated, but established processes. Reports and recommendations affect the operations and management of systems or programs studied.

FACTOR 6 and FACTOR 7. PERSONAL CONTACTS AND PURPOSE OF CONTACTS
LEVEL 2B 75 POINTS

Contacts are with employees and managers within and outside the Command. Occasional contract with private contractors.

Purpose of contacts is to exchange information, plan, coordinate, make recommendations on work studies and/or analyzed and to recommend solutions to problems in areas studies.

FACTOR 8. PHYSICAL DEMANDS - LEVEL 8-1
5 POINTS

Work is primarily sedentary. No significant physical agility or exertion required.

FACTOR 9. WORK ENVIRONMENT - LEVEL 9-1
5 POINTS

Work is usually performed in an office setting with adequate heating, lighting, and ventilation. No significant risk, discomfort or safety factors.

TOTAL POINTS - 1385